

**Dear All Vendors,**

We are pleased to invite your company/organization to participate in ASEAN Secretariat procurement process for the below provision, with the General Information as follows:

- Title of the project: **Office Stationery**
- Specification of goods/works/services required: as per Specification form
- Criteria for vendor/supplier qualification/eligibility: as per Specification form
- Closing date: **Thursday, 7 July 2022**
- Delivery time/completion schedule: as per Specification form
- Language: Quotation can be in English or Bahasa
- Quotation price: Excluding VAT/TAX
- Validity of quotation: as per Specification form

Participating vendor can either submit the quotation or fill up the attached Specification form 2021. Please find all the required (downloadable) document in this link: [Document for VENDOR](#)

Submission can be done by the following options:

1. Sealed Envelope (Hardcopy quotation in a sealed envelope)  
Addressed to:  
Chairman of Quotation Panel  
(Attn: Procurement Unit)  
The ASEAN Secretariat  
Jl. Sisingamangaraja No. 70 A  
Kebayoran Baru, Jakarta Selatan, 12110
2. Encrypted Format of PDF/ZIP file (Softcopy quotation protected by a password, in encrypted Format of PDF/ZIP file)
  - Send encrypted file through email to [procurement@asean.org](mailto:procurement@asean.org) – Do Not mention the password in body email.
  - Inform the password only when the procurement unit contact you on the Panel Meeting (TBA)

If your company/organization is not yet registered in the ASEAN Secretariat vendor list, please register by following the below:

1. Sign on your company letter head a Declaration Letter on No Corruption and Bribery
2. Fill in a Registration Form and Provide us a complete set of your company legal entity by an Accessible Link of G-Drive/Drop Box/ WeTransfer. (DO NOT insert heavy file in the email)

We look forward to your participation in this procurement process. Should you have further question please do not hesitate to contact us at [procurement@asean.org](mailto:procurement@asean.org)

This procurement invitation also available in ASEAN website at the following link: <https://asean.org/procurement>

*Thank you!*

**Furry**

Procurement Officer

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